

NORTHWEST COLORADO FIRE MANAGEMENT UNIT  
ANNUAL OPERATING PLAN  
2011

Little Snake Field Office-BLM  
White River Field Office-BLM  
Kremmling Field Office-BLM  
Dinosaur National Monument-NPS  
Browns Park & Arapaho National Wildlife Refuges-FWS

BLM Agreement Number: BLMMOULLCOC000001101

NPS Agreement Number: F1249060006

FWS Agreement Number: \_\_\_\_\_

APPROVED BY:

Andrew McIntosh

BLM Little Snake Field Manager

3/2/11  
Date

Ken E. Walter

BLM White River Field Manager

03/02/11  
Date

David Stout

BLM Kremmling Field Manager

3/2/2011  
Date

Mary Bissari

Superintendent, Dinosaur National Monument

3.3.11  
Date

David Carter

Browns Park National Wildlife Refuge Manager

02 MAR 11  
Date

David Z. Kluether

Arapaho National Wildlife Refuge Manager

2 March 2011  
Date

The authority and format of this instrument has been reviewed and approved for signature.

[Signature]  
NPS Agreements Specialist

4/14/11  
Date

[Signature]  
FWS Agreements Specialist

\_\_\_\_\_  
Date

NORTHWEST COLORADO FIRE MANAGEMENT UNIT  
ANNUAL OPERATING PLAN  
2011

Little Snake Field Office-BLM  
White River Field Office-BLM  
Kremmling Field Office-BLM  
Dinosaur National Monument-NPS  
Browns Park & Arapaho National Wildlife Refuges-FWS

BLM Agreement Number: BLMMOULLCOC000001101  
NPS Agreement Number: \_\_\_\_\_  
FWS Agreement Number: 14-48-65550-11-N001

APPROVED BY:

\_\_\_\_\_  
BLM Little Snake Field Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
BLM White River Field Manager

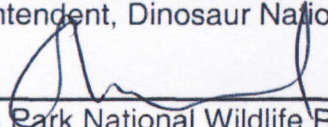
\_\_\_\_\_  
Date

\_\_\_\_\_  
BLM Kremmling Field Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Dinosaur National Monument

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Browns Park National Wildlife Refuge Manager

4/25/11  
\_\_\_\_\_  
Date

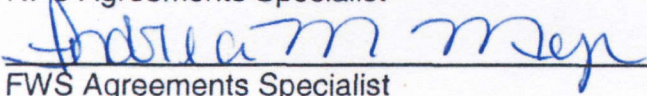
\_\_\_\_\_  
Arapaho National Wildlife Refuge Manager

\_\_\_\_\_  
Date

The authority and format of this instrument has been reviewed and approved for signature.

\_\_\_\_\_  
NPS Agreements Specialist

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
FWS Agreements Specialist

3.31.11  
\_\_\_\_\_  
Date



## I. IDENTIFICATION OF AGENCIES:

The following federal agencies are involved in the Northwest Colorado Fire Management Unit (NWCFCMU) Annual Operating Plan (AOP):

- A. The United States Department of Interior, Bureau of Land Management, Little Snake Field Office, hereinafter called the LSFO.
- B. The United States Department of Interior, Bureau of Land Management, White River Field Office, hereinafter called the WRFO.
- C. The United States Department of Interior, Bureau of Land Management, Kremmling Field Office, hereinafter called the KRFO.
- D. The United States Department of Interior, National Park Service, Dinosaur National Monument, hereinafter called the DNM.
- E. The United States Department of Interior, U.S. Fish and Wildlife Service, Browns Park National Wildlife Refuge, hereinafter called the BPR.
- F. The United States Department of Interior, U.S. Fish and Wildlife Service, Arapaho National Wildlife Refuge, hereinafter called the ARR.

## II. AUTHORITY

This AOP is prepared pursuant to the following authorities:

- A. Reciprocal Fire Protection Act - 1995 (16 USC 594)
- B. Economy Act, 31, U.S.C. 1535.
- C. Interagency Agreement between the Bureau of Land Management and other USDI Agencies and the USDA Forest Service, 1997.
- D. Colorado Interagency Cooperative Fire Management Agreement (BLM CSO Agreement #355) (USFS R-2 Agreement #01-FI-11020000-052)

## III. PURPOSE OF PLAN

The purpose of this AOP is to document agreement and commitment to improve safety and efficiency within the Northwest Colorado Fire Management Unit. This AOP is entered into by and between the federal agencies listed in article I above. The AOP will be reviewed and updated on January 1 of each year. Any project work authorized by this AOP will be completed starting January 1, 2011 and ending December 31, 2011.

## IV. OBJECTIVES

The objective of this AOP is to manage and administer the Fire and Aviation Management program of DOI federal agencies to reduce duplication and capitalize on agency personnel



expertise within a common organization for the Northwest Colorado Fire Management Unit ("*Fire Management Unit*") utilizing agreements.

## V. FIRE MANAGEMENT UNIT ROLES AND RESPONSIBILITIES

On an annual basis, operating procedures, roles and responsibilities, delegations of authority and expectations related to the sharing of fire management positions covered by this AOP will be reviewed and clarified or modified as necessary. Irresolvable disagreements arising from the execution of this AOP will be referred to the Northwest Colorado Interagency Fire Management Unit Board of Directors, "*The Board*".

### INTERAGENCY FIRE MANAGEMENT STAFF:

- A. The **Northwest Colorado Unit Fire Management Officer (NWCFMO)** will provide direction to the BLM fire and fire aviation programs within the Fire Management Unit and in the absence of the Unit Aviation Officer, becomes the Acting Unit Aviation Officer. The NWCFMO assists and cooperates with the DINO FMO to provide initial attack response within the DINO zone. The NWCFMO will be supervised by the Northwest District Manager. The Board will provide input on performance evaluations to the supervisor of record. Letters of *Delegation of Authority* will be incorporated annually into this document to authorize the FMO to perform the duties required of the position, including complete responsibility for ensuring compliance with all agency policies on Public Lands for fire suppression within the Fire Management Unit.
- B. The **Northwest Colorado Assistant Fire Management Officer (NWCA FMO)** will provide technical guidance for fire preparedness and suppression to each agency within the Fire Management Unit. This position will also serve as the Aviation Officer for the BLM component of the NWCFMU and will coordinate with agency aviation officers to ensure agency policies and procedures are followed. Letters of *Delegation of Authority* will be incorporated annually into this document to authorize the NWCA FMO to perform the duties required of the position, including complete responsibility for ensuring compliance with all agency policies on Public Lands for fire suppression within the Fire Management Unit. Assignment of duties and performance evaluation will be made by the NWCFMO.
- C. The **Fire Business Management Specialist** will chair the Fire Business Management Committee and will develop the Interagency Operating Guidelines for Incident Business Administration. These guidelines are provided to support Incident Management Team operations and to provide consistency in incident business management operations throughout the NWCFMU response area. The assignment of duties and performance evaluation for this position will be made by the NWCFMO.
- D. The **Mitigation Education Specialist (MES)** will develop educational messages and programs that provide consistency in fire and fuels across the Unit. The MES will provide support to local communities within the NWCFMU for the development of Community Wildfire Protection Plans and assist local communities in their acquisition of Assistance Grants. The assignment of duties and performance evaluation for this position will be made by the NWCFMO.
- E. The **Interagency Dispatch Center Manager** will supervise the dispatch center operations for the Craig Interagency Dispatch Center. Letters of *Delegation of Authority* will be



incorporated annually into this document to authorize the Dispatch Center Manager to perform the duties required of the position. The assignment of duties and performance evaluation for this position will be made by the NWCFMO.

- F. **The Assistant Dispatch Center Manager** will provide technical guidance for mobilizing appropriate resources and assisting the Dispatch Center Manager in the oversight of all dispatch center operations. In the absence of the Center Manager, he/she becomes the Acting Center Manager. The Dispatch Center Manager will provide supervision, per Service First Agreements.
- G. **The Supply Technician** will manage the Craig Interagency Fire Cache and will work with the Property Management Officer on the respective host unit to account for fire property items. Duty assignments and performance evaluations for this position will be made by the Fire Business Management Specialist for the Fire Management Unit.
- H. **The Administrative Assistant** will provide administrative support to the unit, including serving as the technical expert on the time and attendance, and travel programs. Assists in the development of the unit's Service and Supply Plan and provides dispatch and procurement support for on-going fires. The assignment of duties and performance evaluation for this position will be made by the NWCFMO.
- I. The Northwest Colorado Fire Management Unit is divided into four fire management zones, each with an assigned **Zone FMO**. Generally, the zones are as follows (See Appendix A, Zone Boundary Map):
  - a. **North Zone:** LSFO and BPR. The BLM will fund this position which is located in Craig and supervised by the NWCAFMFO.
  - b. **South Zone:** WRFO. The BLM will fund this position, which is located in Meeker and supervised by the NWCAFMFO.
  - c. **Dino Zone:** DNM and portions of White River FO. The DNM will fund this position, which is supervised by the Monument Chief of Research and Resource Management.
  - d. **East Zone:** KRFO. In the absence of a qualified East Zone FMO, the NWCAFMFO will assume the duties of the East Zone FMO.Some adjustment to of on-the-ground responsibilities will likely be desirable to more closely align with geographic locations and transportation systems. Letters of *Delegation of Authority* will be incorporated annually into this document to authorize Zone FMO's to perform the duties required of their positions on the lands administered by each agency. Similarly, this Delegation will serve as a mechanism for adjusting Zone boundaries away from strict subunit boundaries where desired.
- J. As other opportunities develop to improve efficiency and effectiveness in fire operations by sharing Fire and Aviation staff responsibilities, additional reassignments of staff responsibility or fire protection exchanges may happen, with the concurrence of the Board. Additional agreements will be included as amendments to this operating plan.

## VI. AGENCY SPECIFIC ROLES AND RESPONSIBILITIES

### A. BLM

1. The BLM will fund the position of the **NWCFMU FMO**.



2. The BLM will fund the position of the **NWCFMU AFMO.**
3. The BLM will fund the position of the **North Zone FMO**
4. The BLM will fund the position of the **South Zone FMO**
5. The BLM will fund the position of the **Dispatch Center Manager.**
6. The BLM will fund the position of the **Fire Business Management Specialist.**
7. The BLM will fund the position of the **Mitigation, Education Specialist.**
8. The BLM will fund the position of the **Supply Technician.**
9. The BLM will fund the position of the **Administrative Assistant.**

#### B. NPS

1. The Dinosaur National Monument Fire Management Officer provides fire management services to four National Park Service units. Of these units, three lie wholly in Colorado and a portion of DNM lies in Utah. Within the Northwest Colorado Fire Management Unit (NWCFMU) the DNM Fire Management Officer:
  - a) Provides the full range of fire management services to DNM.
  - b) Maintains training and qualifications records, including signing incident qualification cards, for all NPS employees at the monument.
  - c) Ensures all required training, including pack testing, is completed for all employees involved in wildland fire activities.
  - d) Serves as a liaison to and provides guidance to Northwest Colorado Unit Fire Management Officer (NWCFMO) and staff in matters related to wildland fire suppression, wildland fire use, resource protection during wildland fire operations on the monument.
  - e) Develops and implements fuels treatment projects and fire management plans for DNM. Coordinates the development implementation of fire management plans and fuels projects with the NWCFMO and NWCAFMO
  - f) Ensures an appropriate management response for all wildland fire incidents occurring within the monument.
  - g) Provides initial response to fires on adjacent federal jurisdictions administered by the NWCFMO.
  - h) Participates as an active member on committees established in the NWCFMU.
  - i) Functions as a zone fire management officer for the NWCFMU.
  - j) Provides data required for Fire Program Analysis (FPA) to the FPA Lead serving the NWCFMU.
  - k) The DNM FMO serves as the duty officer for DNM and manages NPS budget and supervises NPS staff.
  - l) Dinosaur NM FMO receives a separate Delegation of Authority for services provided to DNM and area parks. Dino FMO also has Delegation of Authority to be duty officer for the monument.

#### C. FWS

1. The Colorado District FMO serves as the District Fire Management Officer for the Colorado Fire Management District within the Mountain and Prairie Region of the U.S. Fish and Wildlife Service. BPR and ARR are part of the U.S. Fish and Wildlife Service's



Colorado Fire Management District as well as the Northwest Colorado Interagency Fire Management Unit. The District FMO is responsible for:

- a) Assisting Refuge Managers in ensuring that overall compliance with National and Agency policy and guidelines for wildland fire activities within BPR and ARR.
- b) Assisting Refuge Managers in accomplishing fuels treatment projects within the refuges.
- c) The Colorado District FMO will serve as a non-voting member of the NWCFMU Board as requested by Refuge Managers from BPR and ARR.
- d) Maintains training and qualifications records, including signing incident qualification cards, for all FWS employees at the Refuges.
- e) Ensures all required training, including pack testing, is completed for all employees involved in wildland fire activities.
- f) Serves as a liaison to and provides guidance to Northwest Colorado Unit Fire Management Officer (NWCFMO) and staff in matters related to wildland fire operations on the refuges.
- g) Develops and implements fuels treatment projects and fire management plans for Refuges. Coordinates the development implementation of fire management plans and fuels projects with the NWCFMO and NWCAFMFO
- h) Ensures an appropriate management response for all wildland fire incidents occurring within the refuges.

2. The Northwest Colorado Unit FMO will:

- a. Ensure an appropriate management response for all wildland fire incidents occurring within BPR and ARR.
- b. Coordinate with FWS Management and Fire Staff to ensure that agency policy and guidelines are met with regard to appropriate wildland fire responses and protection of natural, cultural resources and agency infrastructure.
- c. Ensure that other staff positions responsible for operational activities are well versed in FWS requirements and needs with regards to wildland fire.
- d. Assist with implementation of fuels treatment projects at BPR and ARR as funds and staffing are available.
- e. Ensure that personnel responsible for operational activities involving the Browns Park Engine Module, including the Unit AFMO and North Zone FMO, are well versed in requirements of the MOU.
- f. In the absence of the Colorado District FMO, the NWCFMU FMO will provide support to the BPR and ARR Managers in the development of a wildfire situation analysis or wildfire use implementation plan as appropriate.
- g. Serve on the NWCFMU Fire Program Analysis (FPA) group to provide data required for the group.

## VII. FUNDING

- A. Matters related to travel, time and attendance, administration, budget allocation, formulation and expenditures, and supervision of each agency's employees will remain the responsibility of the respective agency.



The overriding intent of the DOI agencies within the NWCFCMU is to minimize the transfer of funds to complete fuels projects. An attempt will be made by each agency to set aside funds to assist other agencies. It is anticipated, however, that circumstances may arise, due to budget levels or the inability to reciprocate in kind, that some cost sharing involving the transfer of funds between agencies may be necessary. In situations where funds are to be exchanged, an Interagency Agreement will be used to transfer the money to the performing agency. This will be completed before the activity takes place and will identify the dollar amount and funding for the projects involved.

- B. DNM and the Medicine Bow Routt (MBR) have agreed to share funding of a BLM career Seasonal Dispatcher. The NPS will fund ½ of the position of the **Interagency WAE Career Seasonal Dispatch Position**, which is a BLM FTE, through an interagency agreement with the BLM. The NPS share of the funding is \$14,500 per year.
- C. The FWS will provide \$5,000 to the BLM in support funding for the Craig Interagency Dispatch Center per the Colorado Interagency Dispatch Annual Operating Plan.

## VIII. APPENDIX A, Zone Boundary Map

